

(Your name and address)

(Date)

Dear Sir or Madam,

I would like to apply for employment authorization in order to be self-employed, on a (part-time/full-time basis), while I am living in the (city) area.

I am a (state your occupation; e.g., graphic artist) with (number) years of experience in the field. (If you have formal education that is related to your occupation, then you should mention this; e.g., “I also have a master’s degree in graphic design from the University of London”).

I have attached copy/copies of my previous employment at (mention the company name(s)).

I wish to make the following services available to various U.S. companies on a third-party consultancy basis, including:

(example)

- Formulating logos
- Designing stationary
- Cartooning
- Product layout

Prospective clients include (list of 2-3 potential clients or customers).

I intend to charge \$(amount) per hour (or day or project, etc.) for my services as a third-party consultant, which will be advertised/marketed by (explain here how and where you will advertise and market your services).

I understand that I am required to timely file tax forms 1040NR-EZ or 1040NR and will submit tax transcripts for up to the last three years that I have worked along with my request for a renewal.

Thank you for your consideration.

Sincerely,

(Name)

[PLEASE NOTE: your EAD application will be denied if the self-employment letter explains that you plan to look for a job as an employee. For example, it is not acceptable to say, “I have 10 years of experience in retail sales and I am going to apply to local department stores for sales

jobs by answering employment ads placed on their web site and in newspapers.” If you do want to work as an employee, rather than as a self-employed, independent/third-party consultant, then you should first receive and provide a job offer letter directly from the employer, showing the offered job title, duties, and compensation. ***PLEASE REMOVE THIS RED SECTION FROM THE COMPLETED LETTER.***]